



## **REQUEST FOR PROPOSALS RFP #2020-3:**

### **Feasibility Study for a Multi-purpose Processing Facility in Cordova**

#### **Purpose**

The Prince William Sound Economic Development District (PWSEDD) requests written proposals from qualified professional consulting firms for assessing the viability of a multi-purpose seafood processing facility in Cordova, Alaska that would be available for a user fee to fishing businesses needing a facility for primary or re-processing of seafood for retail or wholesale markets. Other prospective uses for the facility that have been suggested as potential users include processing of mariculture products (shellfish, kelp), berry products, and a small, local specialty chocolate business. Funding for the feasibility study is being provided by the Copper River/Prince William Sound Marketing Association, the City of Cordova, and the PWSEDD. Stakeholder partners collaborating on this project (to date) include the PWSEDD, the Copper River/Prince William Sound Marketing Association, the City of Cordova, Cordova District Fishermen United, and the Cordova Chamber of Commerce.

A multi-purpose processing facility, potentially including a DEC-approved kitchen, has long been discussed in Cordova as seafood/food product processing and marketing infrastructure that would facilitate value-added processing here in town, rather than export that economic activity and the associated employment, income, investment and multiplier benefits outside of our – and likely the state of Alaska’s – economy. Development of such a facility is intended to facilitate additional processing and inventory management by direct marketer salmon fishermen interested in generating more value from their catch, harvesters of other seafood types (crab, shrimp, black cod, halibut), and other entrepreneurial start-ups. Project partners anticipate that the facility will need to be certified by the FDA, Alaska DEC, and the TSA for food processing and handling for shipment.

#### **Preliminary Scope of Services**

A preliminary scope of services is provided below. The PWSEDD has an Executive Director who will provide support for the consultant throughout the development of the feasibility study, however, it is expected that the consultant will perform the majority of the work involved. Specific details concerning the scope of services, PWSEDD or partner

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staff vs. consultant tasks, deliverable schedules, and fees for each project task will be negotiated after a consultant is selected. Work is expected to begin upon consultant selection.

The project is envisioned to involve partner and community participation which may drive new or additional tasks not listed below. We would like for the process to begin with a facilitated planning session among community partners to define fully and ensure agreement on the project concept. At a minimum, the contents of the feasibility study should include an assessment of:

- Seafood resource supply
- Product processing and seafood market demand
- Capital investment anticipated
- Financial analysis (projected revenues and expenses, cash flow analysis)
- Sensitivity analysis
- Recommendations

### **Proposal Information**

Proposals are due at 2 p.m. Alaska time on Wednesday, November 18, 2020. Late proposals will not be considered. A response will be sent immediately when proposals are received. It is the proposer's responsibility to ensure delivery of its proposal.

Electronically submitted proposals are preferred and will be accepted by email sent to [executivedirector@pwsedd.org](mailto:executivedirector@pwsedd.org). The email subject line shall read: "RFP #2020 – 3, Cordova Multi-purpose Processing Feasibility Study", and the proposals shall be attached to the email as a PDF file. Only one electronic copy is required.

For paper copy proposals, please submit two (2) copies in a sealed envelope plainly marked, "RFP #2020 – 3, Cordova Multi-purpose Processing Feasibility Study" addressed to the Executive Director, PWSEDD, P.O. Box 1059, Cordova, AK 99574.

Questions regarding this proposal may be directed to Kristin Carpenter, Executive Director, at 907-424-5533 or [executivedirector@pwsedd.org](mailto:executivedirector@pwsedd.org).

The PWSEDD reserves the right to reject any and all proposals, to waive technical or legal deficiencies, to accept any proposal that is in the best interest of the organization, and to negotiate the terms and conditions of any proposal leading to acceptance and final execution of a contract for services. In the event it becomes necessary to revise any part of this RFP, addenda will be posted on the PWSEDD web page. Proposer shall indicate receipt of addenda, if any.

## Proposal Format and Scoring

Proposals will be reviewed by PWSEDD staff and staff from project partners and scored based on qualifications as noted below. The firm with the highest scoring submittal (of 100 possible points) will be invited to enter into a contract with the PWSEDD.

### 1. Project understanding and approach (35 points).

- a. Proposed work plan and timeline based upon the scope of work in the plan (25 points).
- b. Discuss the proposed timeline for the project. Include discussion of how consultant will coordinate with project partners, and what assistance consultant will need (6 points).
- c. Include consultant fee and expenses, fee schedule and billing rates (4 points).

### 2. Relevant firm experience and qualifications (40 points).

- a. Show experience (both of key personnel and of the firm) in conducting similar analyses. Please discuss specifics (25 points).
- b. Provide at least 3 client references for the firm from previous comparable feasibility studies or seafood industry research that demonstrate firm's ability (15 points).

### 3. Description of key staff including roles, expertise, availability, and other relevant experience (25 points). Include resumes for key staff in an appendix to the proposal.

Proposals shall not exceed 6 pages in length (and may be less). One page is described as one side of a standard 8½" by 11" sheet of paper. The page limit does not include covers, table of contents, cover letter, section divider pages, staff resumes, or attachments of sample work. Resumes are limited to two pages per person.

The anticipated schedule is as follows:

October 28, PWSEDD issues RFP

November 20, Firms submit proposals

November 20, PWSEDD and partners score proposals and a contractor is selected

November 25, Contract negotiated, signed, and notice to proceed issued

May 30, 2021, Multi-purpose processing facility feasibility study completed.

